

ITRMC and IT Projects

Requirement

I.C. 67-5745C (5) – **Review and approve large-scale information technology and telecommunications projects** including, but not limited to, risk assessment methodologies used by state agencies using council risk assessment criteria, for state agencies;

Abstract

The statute creating the ITRMC requires a review and approval of large-scale IT projects. That requirement is not currently being satisfied. Only a review of a high-level project summary is being conducted by the ITRMC Staff on those projects voluntarily submitted by agencies. The statute does not grant approval authority to the Staff. It could be argued that the intent of this section of the Code, was to invest ITRMC with authority to require agencies to employ tighter controls and more closely manage projects in a manner that would ultimately lead to more successful outcomes for state funded IT projects.

Currently, agencies are required (ITRMC Policy 2030) to submit a high-level Major IT Project Summary to the ITRMC Staff for review. The Staff logs these summaries and, to the extent possible, reviews these summaries to determine if the project complies with ITRMC Policies and Standards; is in harmony with the directions established by the State IT Plan; is included in the agency's IT Plan; and that a Risk Assessment (ITRMC Policy 2040) and a Cost-Benefit Analysis (ITRMC Guideline G225) have been performed. The Staff notifies the agency that their Summary has been reviewed and any deficiencies are noted. The Staff does not have the authority nor does it 'approve' the project.

Proposed Solution

1. Modify Policy 2010 - Information Technology Planning Process to require all agencies to submit, with their annual IT Plan, a list of all IT-related projects, including a project title, a short description, and the total estimated cost and planned fiscal year(s) of expenditure. This listing will be used as the basis for identifying projects that the Council would require to undergo a formal review and approval process in compliance with the law.
2. Modify Policy 2030 - Information Technology Major Project Review to define the review process and identify the required supplemental components that would be brought before the Council for approval. It would also be revised to require quarterly project status reporting by the Agency Director to the ITRMC.
3. The criteria for selecting projects for ITRMC review and approval may include such components as cost, impact to the agency or citizenry, and historical performance by the agency. The agency director or other senior members of agency management shall make a formal presentation (20 minutes) to ITRMC of selected projects and include items identified in a revised Policy 2030, a Risk Assessment and a Cost Benefit Analysis in addition to a project timeline, key project goals and other measurable objectives. ITRMC Guidelines G110 – Agency IT Plan and Guideline

G210 – Major Project Summary may require revision to define and support this process.

4. After the presentation by the agency, the Council shall either:
 - a) Approve the project;
 - b) Approve the project with conditions;
 - c) Request additional information; or
 - d) Return the project for further refinement.
5. In compliance with a revised Policy 2030, the agency director shall submit at least quarterly, a status report to ITRMC for each approved project. Significant changes in scope, project slippage, or other unplanned project events would require an immediate written report to the Council. At the end of the project, the agency director shall make a final report/presentation to the Council summarizing and comparing performance to plan including cost information.
6. Projects not selected for review by the Council will not require ITRMC approval to proceed. However, as part of each agency's annual IT Plan, the Director shall report the status of all such projects, including final cost compared to plan and performance assessment.